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PERSONNEL
6 July 1965DD/S ADMINISTRATIVE
INSTRUCTION No. 65-11

REORGANIZATION OF THE SUPPORT CAREER BOARD

1. Background

It has been almost a year since membership of the Support Career Board was changed to more adequately reflect the composition of the Support Career Service. Experience with the present career management structure indicates that a further change would provide an even better mechanism for ensuring that assignments, career planning and promotion consideration are accomplished effectively.

2. Support Career Board

The Support Career Board is hereby reconstituted. Henceforth, membership will be as follows:

- Chairman - A representative of the immediate Office of the Deputy Director for Support.
- Members - Directors of Support Offices with their Deputies as alternates.

3. Support Action Panel

In order that the Deputy Director for Support may have the advice and counsel of senior Support Officers knowledgeable of position requirements and of qualifications of personnel, there is hereby established a Support Action Panel constituted as follows:

- Chairman - A representative of the immediate Office of the Deputy Director for Support.
- Members - The Chiefs of Support of the Area Divisions of the Clandestine Services and representatives of the DD/I, DD/S&T and the Office of Communications.

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4. Responsibilities

a. The Support Career Board will:

- (1) Consider and make recommendations to the Deputy Director for Support on policy and major procedural matters as they may affect the Support Career Service.
- (2) Review on a continuing basis requirements for Support Officers at grades GS-15 and above as compared with availability of such officers and make recommendations regarding assignments to the Deputy Director for Support.
- (3) Perform a competitive evaluation of all Support personnel in grade GS-15, review the evaluations on Support personnel in grades GS-14 and below prepared by the Support Action Panel and make appropriate recommendations to the Deputy Director for Support.
- (4) Review and make recommendations on requests for extension of tours and for second tours, requests for transfer to the Support Career Service, conversion to Career Employee status, and other action matters concerning Support personnel in grades GS-15 and above.
- (5) Review and make recommendations to the Deputy Director for Support regarding the nominees of the several Support Services for Senior Schools.
- (6) Perform other personnel management functions as directed by the Deputy Director for Support.

b. The Support Action Panel will:

- (1) Review on a continuing basis requirements for Support Officers at grades GS-14 and below as compared with availability of such officers and make recommendations regarding assignments to the Support Career Board.
- (2) Perform an annual competitive evaluation of all Support personnel in grades GS-14 and below. The purposes of these evaluations are to rank personnel for promotion and for potential and to make appropriate recommendations to the Support Career Board.

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- (3) Review and make recommendations on requests for extension of tours and for second tours, requests for transfer to the Support Career Service, conversion to Career Employee status and other personnel matters concerning personnel in grades GS-14 and below.
- (4) Monitor the activities and recommendations of the Support Development Panel to ensure that matters of mutual concern to the two Panels and to the Support Career Board are properly coordinated when recommendations are submitted to the Deputy Director for Support. (Participants in the Support Development Program will continue to be administered by the Support Development Panel in accordance with DD/S Administrative Instruction No. 64-15 dated 20 November 1964.)
- (5) Perform other personnel management functions as directed by the Deputy Director for Support or the Support Career Board.

Panel members will not participate in any proceedings which involve contemplated actions concerning them as individuals, nor need members attend meetings when contemplated actions do not involve their areas of interest.

5. Procedures

- a. Recommendations of the Support Action Panel will be recorded in the form of minutes. The minutes will be forwarded to each member of the Support Career Board for concurrence or comment. Board members may offer any comments or suggestions deemed appropriate and may request that the Board be formally convened to consider any Panel recommendations.
- b. If no comments or suggestions are received within two working days, the Panel recommendations will be endorsed by the Chairman, Support Career Board, and will be forwarded to the Deputy Director for Support for action.

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R. L. Bannerman
Deputy Director
for Support

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